

Appendix II - Action Plan

Objective	Action	Description	Timeline	Responsibility
Boost Local and SME Participation	Establish SME Spend Targets	Set and publish specific targets for procurement spend with SMEs. Set a target to increase the percentage of procurement spend with local suppliers and SMEs by 5% over the next two years.	By March 2027	Procurement Department
Boost Local and SME Participation	Review and Simplify Procurement Processes	Develop a bidder questionnaire that is sent to all bidders asking them about the procurement process and how we can make it easier for them. Report on these findings.	By 31 December 2025	Procurement Department
Boost Local and SME Participation Value for Money	Conduct Supplier Outreach Programs	Attend annual meet the buyer days.	Annually from October 2025	Procurement Department and Other Authorities.
Boost Local and SME/VCSE Participation	Implement Prompt Payment	Ensure all contracts include clauses for 30-day payment terms.	Immediate and ongoing	Finance Department
Promote Sustainability and Social Value	Integrate Social Value into Evaluation Criteria	Develop and apply metrics to assess the social impact of	Q4 2025	Procurement and Economy

		procurement decisions. Incorporate a mandatory 10% social value weighting in all procurements above £100,000		
Enhance Transparency and Accountability	Create baseline data	Please see how we will measure in objective 4	Q4 2025	Procurement and Finance and Audit